

## Module 10

### Chapter 3

## Local National Request for Personnel Action

### Chapter Overview

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**Introduction** This chapter describes the Local National (LN) Request for Personnel Action (RPA) and the taskflow buttons to access unique LN Descriptive Data Fields (DDF)s.

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## Chapter Overview, Continued

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### Before You Begin

- The LN RPA process is the same as the Appropriated Fund RPA, except:
  - Some of the data fields are grayed out and the information must be input through the **Extra Information** Taskflow Button DDFs, i.e. **Awards, Separations**, etc.
  - The SSAN is not auto-populated on page 1 of the RPA. The SSAN is input by selecting the **Extra Information** Taskflow Button. Select the **Local National Unique Data Type**. Click the **Details** area and input the SSAN in the **Employee ID Number** data field.
  - There are unique NOAs for each country. Those prefixed with an “X” must only be used with a correction action.
  - There are only two **Authority Codes** on LN actions, which may be optional for your country..
  - **Extra Information** Taskflow Button contains most of the necessary employee information in the DDFs.
  - **Special Information (SITs)** Taskflow Button contain multiple occurrence fields, i.e., training, appraisals, language, etc.
  - **Italy** and **Germany** users must refresh the RPA (use the Refresh Button at the top of the RPA) prior to update to invoke salary computations.

**Note:** Just as with the Appropriated Fund actions, the <Person>, <Position>, and <Others> Taskflow Buttons are used only to view information. You cannot update this information through the RPA. Most updates must be processed separately on the **Position** or **People** Windows.

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### Completing a Request for Personnel Action

Follow the process for completing an RPA as described in Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.

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**Purpose**

This section illustrates the LN RPA using an Appointment Action.

**LN Request for Personnel Action Window**

**Navigation Path** → *Req for LN Personnel Action* → *LN Appointment* < Open >  
The Request for Personnel Action - Page 1 of 4:

Requesting Info   Position Data   Employee and Position Data   Remarks and Address

**PART A - Requesting Office**

1 Actions Requested: **LN Appointment**   2 Request Number:

3 For Additional Information Call (Full Name):    Telephone Number:    4 Prop. Eff. Date:  ASAP ☐

5 Action Requested By (Full Name):    Title:    Request Date:

6 Action Authorized By (Full Name):    Title:    Concurrence Date:

**PART B - For Preparation of SF 50**

1 Last Name:    First Name:    Middle Name:

2 Social Security Number:    3 Date of Birth:    4 Effective Date:

**FIRST ACTION**

5-A Code:    5-B Nature of Action:

5-C Code:    5-D Legal Authority:

5-E Code:    5-F Legal Authority:

**SECOND ACTION**

6-A Code:    6-B Nature of Action:

6-C Code:    6-D Legal Authority:

6-E Code:    6-F Legal Authority:

History   Extra Information   Person   Position   Others...

SSAN is blanked out. It is entered in the *Employee ID Nbr* on the **Extra Information** → **LN Unique Data** Window.

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# LN RPA, Continued

## LN Request for Personnel Action Window (Cont)

### The Request for Personnel Action - Page 2 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No

8 Pay Plan 9 Occ. Code 10 Grade or Level

11 Step or Rate 12 Total Salary

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No

16 Pay Plan 17 Occ. Code 18 Grade or Level

19 Step or Rate 20 Total Salary Award UoM

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay

20D Other Pay 21 Pay Basis

22 Name and Location of Position's Organization

History Extra Information Person Position Others...

### The Request for Personnel Action - Page 3 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

**EMPLOYEE DATA**

23 Veterans Preference 24 Tenure 26 Veterans Preference for RIF

27 FEGLI 28 Annuitant Indicator 29 Pay Rate Determinant

30 Retirement Plan 31 Service Comp. Date (Leave)

32 Work Schedule 33 Part-Time Hours Per Biweekly Pay Period

**POSITION DATA**

34 Position Occupied 35 FLSA Category 36 Appropriation Code

37 Bargaining Unit Status 38 Duty Station Code 39 Duty Station (City-County-State / Overseas Location)

45 Educational Level 46 Year Deg. Att. 47 Academic Discipline 48 Functional Class

49 Citizenship 50 Veterans Status 51 Supervisory Status

History Extra Information Person Position Others...

Continued on next page

The Request for Personnel Action - Page 4 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
☐ Yes ☐ No

**PART E - Employee Resignation/Retirement**  
 Reasons for Resignation/Retirement

Forwarding Address City State  
 Zip Code Country [ ]

**PART F - Remarks for SF 50**

Code	Description	Required
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position Others...

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## LN RPA, Continued

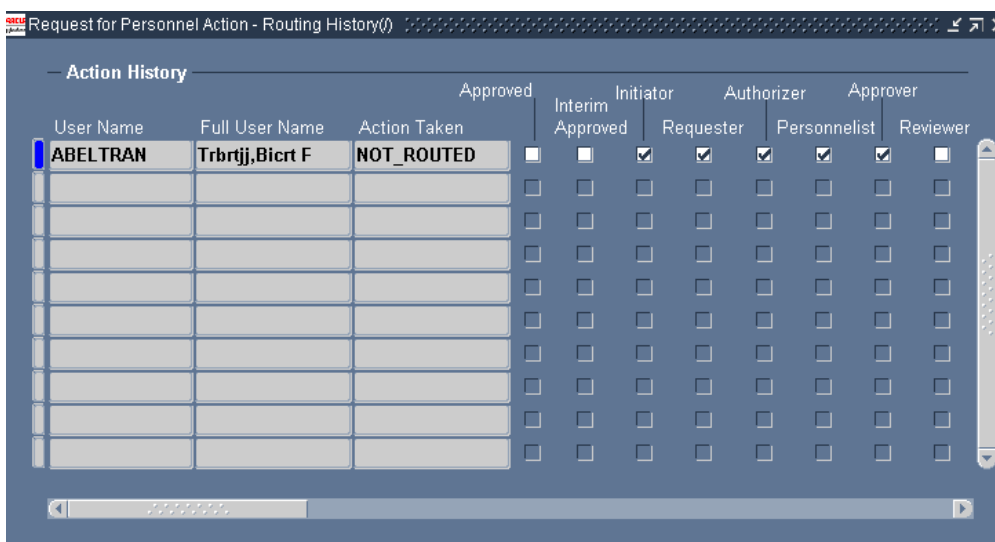
### Taskflow Buttons

There are five Taskflow Buttons at the bottom of the LN RPA: **History**, **Extra Information**, **Person**, **Position**, and **Others**. They work the same as those on the Appropriated Fund RPA.



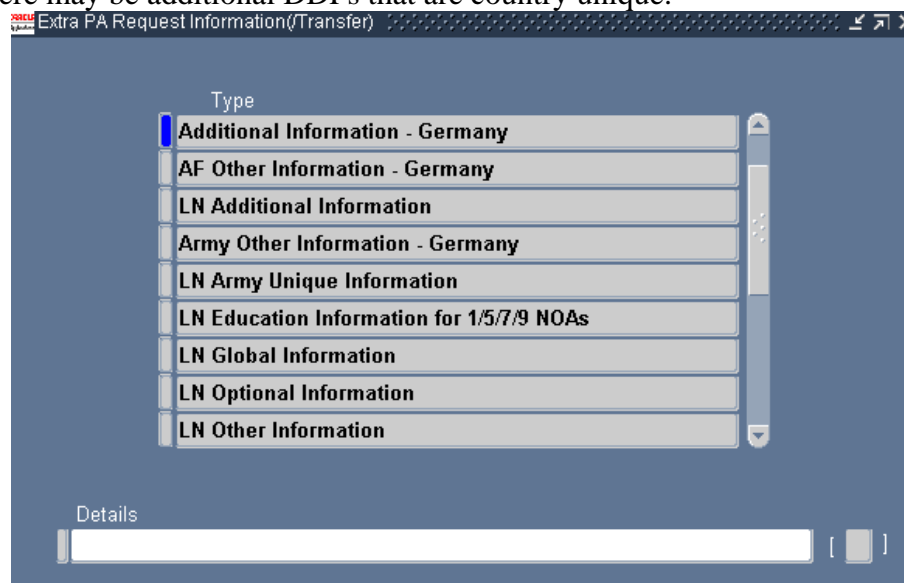
### History Taskflow Button

<**History**>: Use the scroll bar at the bottom of the window to scroll to the right to view additional information on the LN RPA.



### Extra Information

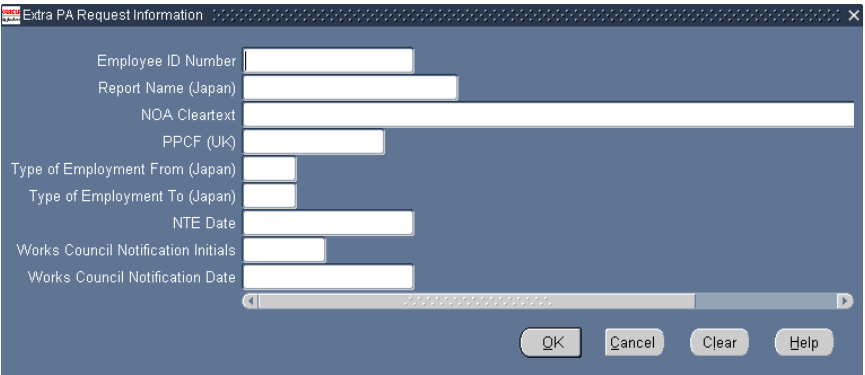
There are 11 **Extra Information Types (DDFs)** that are used by all countries. There may be additional DDFs that are country unique.



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**Accessing the Extra Information Appointment Types**

Step	Action
1	Place the <i>Current Record Indicator</i> next to <b>Extra Information Type</b> . It will be highlighted. For example, the <b>Local National Unique Data Type</b> .
2	<p>Click in the <i>Details</i> area to display the <b>Extra PA Request Information</b> window</p> 
3	Enter data, click <OK>, and <Save>.

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## LN RPA, Continued

### DDFs Used with Most LN Actions

Use the above steps to access and input information in the required data fields. Examples of the remaining **Extra Information Types** follow.



#### US Fed Payroll Type:

**Note:** Use the LOV to populate the **Payroll Type**, by selecting the appropriate pay cycle (monthly, biweekly, etc.). Must complete all data types on new appointments

#### LN Army Unique Information

#### LN Education Info:

#### LN Global Information:

#### LN Optional Information

#### LN Other Info:

#### LN Pay & Hours Information:

**Note:** Fill in the **Weekly Hours** data field on Appointment and Conversion actions, so it will print on the RPA and NPA.

#### LN Security Information:

#### LN Supplemental Pay:



**Note:** This DDF allows input of more than one entry. After completing the DDF, place the cursor on the next available line on the **Extra PA Request Information** window and click to add another supplement type

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## LN RPA, Continued

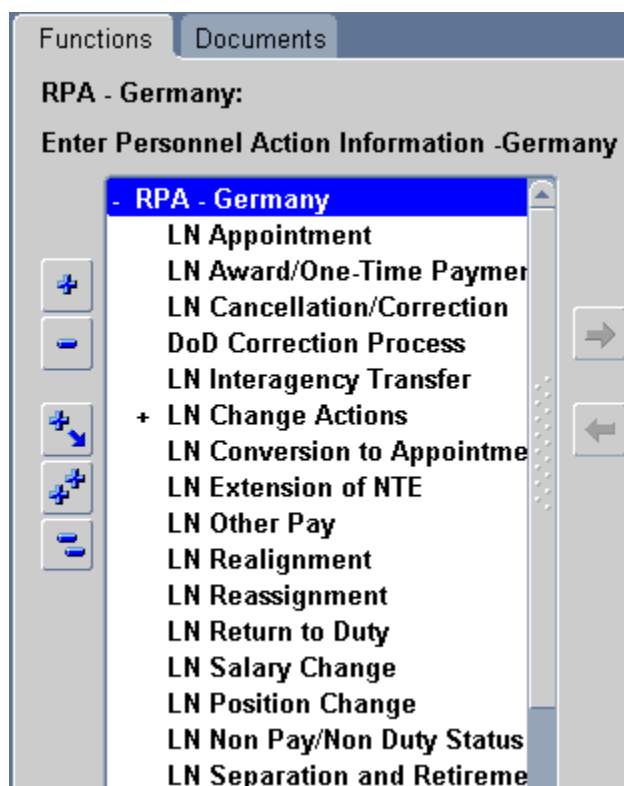
### Remaining Taskflow Buttons

- <**Person**>: Only used for viewing the person data, cannot be updated on the RPA. (See Chapter 4, Updating and Viewing LN Employee Records in this module.)
- <**Position**>: Only used for viewing position data. (See Chapter 1, Building LN Positions in this module.)
- <**Others**>: **Not used on the RPA for LNs.**

### LN NOA s

All LN NOAs will have 4 characters i.e. 170B, 5955, or 59CI. The X-prefixed NOAs are used only on correction actions.

### LN RPA Navigation List



### LN NOA Families

The LN NOA Families are listed below in the order as displayed on the RPA **Navigation List**. Germany RPAs are used only for an example. These families are the same as those used by other countries.



**Note:** The X prefixed NOAs **are not used** with these actions. They are used only on correction actions through the DoD correction process.

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**LN RPA, Continued****LN Forms**

The following forms are used for LNs processing.

<b>Country</b>	<b>Forms</b>
<b>Belgium</b>	SF 52
<b>Germany</b>	AE690-60B – Notification of Employment Status Army AF Form 825 - Notification of Personnel Action Air Force (Non-US) AE690-60A - RPA Army USAFE Form 52 - RPA Non-US Air Force
<b>Italy</b>	SF 50 (Italian Version) SF 52 (Italian Version)
<b>Japan</b>	USFJ Form 11EJ
<b>Korea</b>	SF 50 (Korean Version) SF 52 (Korean Version)
<b>Generic</b> –(All other countries that are not specifically identified above)	SF 50 SF 52